

Lodge Resources Committee Officer Progression Team 2011 Suggested Duties of Officers

Stewards

- From the Book of the Work....At the command of the W.M., either may be directed to prepare the lodge or the candidate in the ceremonies of the three degrees
- The Book of Installation includes... "...to introduce visitors and see that they are properly accommodated....to attend to any ceremonies the lodge may take part in.", "to prepare the candidates."
- Lodge Bylaws often add:
 - Under the direction of the Senior Warden to "see to the safety and careful keeping of the jewels, paraphernalia and furniture of the lodge"
 - and secondly, under the direction of the Junior Warden, "shall have the arrangement and ordering of refreshments"
- They may also be required to assist in setting up the lodge room to accommodate additional seating at special events or at any other command of the Master
- The Stewards are expected to assist the Junior Warden in the preparation, serving and clean-up of any arrangement for the banquet room. They are not to... "force any brother to eat or drink beyond his inclination, or to hinder him from going when his occasion calls him"
- Assist the Tyler in preparing the lodge and in storing regalia and paraphernalia after closing (Meeting the Challenge p.8)
- Be ready to help the Deacons in collecting the PG and PW (MTC p.8)

Inner Guard

- Book of Installation:
 - To admit Masons on proof; receive candidates in due form; and obey the commands of the Junior Warden
- The Book of the Work:
 - know the proper knocks and when to give them
 - collect the appropriate pass grip and password from all brethren
 - receive, in due form, all candidates for each degree
 - step forward in the 1st degree with the sword at the appropriate time
 - receive the sword, blindfold and cable tow
 - be aware of the procedures in the anteroom
- Lodge Bylaws often add:
 - receive visitors
 - guard the interior of the Lodge
 - give directions to the Tyler
- Meeting the Challenge:
 - prepare the correct wording for introducing guests
 - knowing when to salute the Junior Warden
 - collect pass grip and password in second and third degrees
 - ensure the candidate is properly prepared before asking the questions at the entrance in each degree

Deacons

- Book of Installation and Bylaws: “... shall attend the Master and Wardens in opening the lodge at the appointed time, and shall perform such duties in the ceremonies and preparation of candidates as the Master and Wardens shall direct.”
- Book of the Work:carry the messages and commands of the W.M. to the S. W. and from the S.W. to the J.W. and ensure they are properly obeyed: The correct procedure to collect the pass grip and password in opening the respective degrees
- Properly conduct a ballot on an applicant or affiliation
- The proper reception, presentation or introduction of G.L officers, i.e. reception under the wands
- A review and understanding of Meeting the Challenge (page 8) is essential for the Deacon incumbent
- Study the mechanics (rubrics) of the Ritual from the Book of the Work
- Review the Jr. and Sr. Deacons Floor Work Module
- Always square the lodge
- Check the preparation of the candidate before taking over from the Steward (does he have his apron on?)
- Offer assistance to Director of Ceremony in escorting guests to the head table
- Assist the candidate when required, i.e. eyeglasses at entrance, kneeling at the Altar
- Be prepared to substitute at short notice for the other Deacon
- Ensure candidate is appropriately dressed when returning to the Lodge

Tyler

- Book of Installation and Book of Constitution (Sec. 249): ...ensure that brethren and visitors sign the register;that brethren and members are properly clothed
- Book of the Work: Keep off all Cowans and intruders from Masonry; see that candidates for admission come properly prepared
- Must ensure Masons entering the Lodge are properly dressed with proper regalia; responsible to maintain order in the anteroom; and inform the Master and officers if a visitor requires a board of trial
- Assist Director of Ceremony by preparing list of the names and titles of visiting Grand Lodge officers
- Talk to the Brethren who await entry - Discuss aprons information sheets
- Bylaws may add:
 - To attend punctually
 - to see that visiting brethren are properly vouched for or examined
 - diligently guard the exterior of the lodge
 - see that candidates for admission are properly prepared (completes the final check before the candidate enters)
 - see that the furniture and ornaments of the lodge are kept in good order and at their proper station for the work of the night
 - respond to the Inner Guard
 - perform such duties as may be directed by the lodge or its officers

Director of Ceremonies

- Introduction of visitors
- Seeing they are properly accommodated
- Attend to any ceremony the Lodge may take part in
- Bylaws may assign the following duties:
 - “...the lodge is properly prepared
 - all Brethren appear in lodge in clothing prescribed by the Book of Constitution
 - and see that every brother, when in Lodge, at refreshment or in procession is placed according to his station.”
 - see that candidates for admission are properly prepared (completes the final check before the candidate enters)
 - see that the furniture and ornaments of the lodge are kept in good order and at their proper station for the work of the night
 - respond to the Inner Guard
 - perform such duties as may be directed by the lodge or its officers
- Prepare a list of titles and names of visiting Grand Lodge officers with the Tyler
- Required to be knowledgeable in most aspects of protocol and etiquette; the order of introduction of delegations and visitors; and placement or sitting of the same within the lodge and at the banquet table
- Act as Marshall at all Lodge occasions
- Precede visitors into the lodge room and introduce or present them

Chaplain

- “A spirit of universal tolerance which distinguishes our institution”
- May adjust the Great Lights
- Ecclesiatics XII., 1 - 7
- Grace and invocations
- See Multi-faith Graces – Reflections Vol. 24, No. 1

Secretary

- Book of Installation:
 - record the proceedings of the lodge, proper to be written
 - collect all moneys, pay them to the Treasurer
 - issue summonses for the assembling of the brethren.”
- Bylaws may expand on the duties
 - Keep a faithful record of the proceedings of the Lodge
 - Preserve in order all papers and documents belonging thereto
 - Keep a correct register of the members and of their respective accounts with the Lodge
 - Keep an account, showing fees and dues received for and payable to the Grand Lodge
 - Sign all authorized certificates, and affix the Lodge seal thereto
 - Issue all necessary notices and summonses
- It is tradition in many Lodges to add the responsibility of “prompter”
- Collect the necessary fee for initiation
- Assist with a Board of Trial or a Masonic Trial
- There is a chapter in Meeting the Challenge regarding the duties of the Secretary

Treasurer

- Book of Installation: "...to keep a just account of the receipts and expenditures..."
- The bylaws may add:
 - receive from Secretary all monies of the Lodge
 - deposit in a Chartered Bank to the credit of the Lodge
 - Pay all orders duly signed
 - Keep books in which receipts are regularly entered
 - submit accounts to the Auditors for examination
 - transfer to his successor, immediately after his installation, all money and property of the Lodge in his possession
- The Treasurer informs the Worshipful Master and the Finance committee when surplus funds are available for investment, and invests, at their direction, those funds
- See Meeting the Challenge for further explanation of duties

Junior Warden

Book of Constitution: Eligible to vote at Annual Communication of Grand Lodge

Book of Installation:

-in conjunction with the Master and Senior Warden in the well ruling and governing of the lodge.”
- “To you is entrusted the examination of visitors and the introduction of candidates...”
- “...the superintendence of the craft during the hours of refreshment.”

Book of the Work:

- Inform the Worshipful Master of any alarms and the cause of such alarms
- Instruct the Tyler as per the requests of the Master
- The Junior Warden must be prepared and proficient in calling the Brethren from labour to refreshment and back again

Bylaws may add:

- Ex-officio, chief of the Stewards. Directs the Stewards to ensure that the Brethren, at refreshment, are well looked after and satisfied
- Usually responsible for planning and content at the banquet hour
- Understudy the S.W. in ritual and lodge administration
- Participate in the introduction of guests requesting admission

Senior Warden

Book of Constitution:

- Eligible to vote at Grand Lodge
- If the W.M. is absent, and no P.M. present, can open lodge and preside over the *business* (no degree work)

Book of Installation:

- In conjunction with the Worshipful Master and Junior Warden... the well ruling and governing of the Lodge
- Attendance at Lodge meetings, knowledge of the Constitution and Bylaws, and attention to the work is essentially necessary
- May rule the Lodge in the Worshipful Masters absence
- In his presence, assist him in the government of it

Book of the Work:

- Vouch that all are Mason's
- Be prepared and proficient in calling off and on
- Understudy the W.M. in ritual, especially openings & closings

Lodge Bylaws may include:

- Ex-officio Chairman of the Committee of General Purposes
- In charge of the social events of the lodge
- The Senior Warden must vouch for each visitor
- Greet every member attending lodge at register or within the Lodge

Worshipful Master

Book of Constitution:

- Sections 235 – 249 outline the powers and duties of the Master

Book of Installation:

- Submit to, and promise to support the Ancient Charges and Regulations
- Obligation during the Ceremony of Installation indicates the duties of the Worshipful Master
- Extensive knowledge of the Craft, Lodge Bylaws, Constitution of Grand Lodge
- To employ and instruct his Brethren in Masonry
- Masonic Education
- Organize and direct the initiation, passing and raising of all candidates
- Support the Masters of the Lodges of the District by regular visitation
- Deal impartially with the Brethren and represent the Lodge with dignity
- Maintain good order within the tiled recesses of our Fraternity

IPM

- Support the Master
- Prompt or direct quietly
- Assist with business
- Be a mentor

All Past Masters

- Support the Master
- Support the Lodge (attend meetings, participate - Committee of G. P., take an interest in the new members)